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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 24 July 1957

FROM : Chief, O & M Staff, DD/P Area

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SUBJECT: [REDACTED] - Request for Additional Personnel

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1. A meeting of the [REDACTED] Chief, 25X1A6a
Records Management Staff and [REDACTED] Executive Assistant of this staff was
held [REDACTED] on 17 July 1957 on an informal proposal 25X1A6a
of the [REDACTED] to establish an additional position in the Vital Materials Reposi-
tory. Mr. [REDACTED], Records and Services Division, Office of Personnel,
also participated at the invitation of the [REDACTED]. 25X1A6a

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2. Dave advised Col. [REDACTED] that the facts do not support the proposal.
Statistical analysis of the IBM machine work load over a 64 day period did not
reveal the necessity for adding a full time machine operator in the Machine and
Records Section. Work load figures suitable for analysis on the Vault side would
involve considerable time to develop.

3. Upon being asked to express an opinion on what other changes could be
made to improve performance in lieu of adding another position in the Repository,
Dave pointed out the following:

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a. A policy decision should be obtained from DD/S regarding the degree
of utilization of the IBM machines [REDACTED] by the Records and Services Division,
OP and other headquarters components, to process work which is of other than
an emergency nature.

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b. A current statement of the Mission and Functions of the Services
Division should be prepared jointly by the [REDACTED] and Chief/RMS. The current
[REDACTED] version was never coordinated with headquarters. There also exists a
need for an Agency regulation which clearly spells out the authority, responsi-
bility and accountability of the [REDACTED] and the Chief/RMS in the operation of
the Vital Materials Repository.

c. Supervision of personnel in the Repository needs tightening up.

d. The personnel of the Repository should utilize more extensively the
professional staff guidance and policy advice which is available to them
from the Records Management Staff.

e. There is a need for a handbook which outlines specifically the internal
procedures to be followed in the operation of the Repository. It is understood
that Records Management Staff is presently rendering assistance to this end.

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f. Consideration should be given to consolidating the Vital Materials Branch and the Machine Records Branch of the Services Division physically and organizationally as soon as possible within the Records Center Division. This is in line with previous recommendations by Management Staff, based on a study made in April 1955.

g. Some attention should be given to the job description of the #2 position in the Services Division and the supervisory potential of the present incumbent.

25X1A6a His informal recommendation not to utilize available ceiling for the establishment of a position in the Vital Materials Repository was accepted by the [REDACTED] and Chief/RMS. In lieu thereof the [REDACTED] will submit a request to 25X1A6a establish an additional laborer position in the Records Center, however, no Management Staff approval was given by Dave for the establishment of this position.

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